



April 16, 2004

DALLAS REGION: INFORMATION NOTICE NO. 03-09

TO: DALLAS REGION CENTER DIRECTORS
DALLAS REGION CENTER OPERATORS
NATIONAL TRAINING CONTRACTORS
JOINT ACTION FOR COMMUNITY SERVICE
WOMEN IN COMMUNITY SERVICE
DALLAS REGIONAL OFFICE PROJECT MANAGERS
CUTTING EDGE TECHNICAL SUPPORT STAFF

FROM: JOSÉ M. de OLIVARES
Regional Director
Office of Job Corps

THROUGH: JUNE C. BOSWELL
Division Chief
Office of Job Corps

SUBJECT: Regional OA/Vocational/CTS Conference

1. Purpose: This notice is to inform Centers, Center Operators, National Training Contractors, and Job Corps Career Transition Services partners of an upcoming regional OA/Vocational/CTS conference. **Career Transition Services Uncorked**, will be held June 2-4, 2004, in Dallas, Texas.
2. Background. In PY 2003 a major National Office goal was to increase graduate placement rates and long-term attachment to the workforce. Region IV convened a Career Transition Services workgroup to capture and develop a regional response to this goal. The workgroup, comprised of Center, Corporate, NTCs, and Regional staff, developed a CTS policies and procedures program manual. This manual will be introduced at the conference. With the introduction of the manual and other relevant training presentations, the goal of this conference is to increase vocational completion rates, graduate placement rates, and long-term placement rates through enhancing the effectiveness of Career Transition Services.



Albuquerque • Anaconda • Boxelder • Quentin N. Burdick • David L. Carrasco • Carville • Cass • Clearfield • Collbran • Gary • Guthrie • Kicking Horse • Laredo • Little Rock • New Orleans • North Texas • Ouachita • Roswell • Shreveport • Talking Leaves • Trapper Creek • Treasure Lake • Tulsa • Weber Basin

Required Participants: This is a mandatory training. Required attendees for the conference will be OA/CTS Managers, CPP Managers, Counseling Managers, Vocational Managers, Transition Coordinators or similar positions, and National Training Contractors. Attendance for Center Directors is optional.

Accommodations: A block of rooms has been reserved at the Marriott Quorum, 14901 Dallas Parkway, Dallas, TX 75254. The Marriott's local telephone number is (972) 661-2800. **All reservations must be made individually through the hotel's reservation department by calling (800) 228-9290. The reservation cutoff date is May 17, 2004. The block of rooms is reserved under the group name Job Corps.**

The conference is set to begin Wednesday, June 2, 2004, at 8:30 a.m. and conclude Friday, June 4, at 12:00 p.m.

Exhibits: In an effort to support long-term attachment to the workforce, exhibit space will be made available to display materials of Job Corps advanced training programs and other related vocational offerings. Some of the confirmed exhibitors are the United Auto Workers at Clearfield, Transportation Communication Union at St. Louis, and Advanced Culinary at Treasure Island. Additional space is available on a first come basis. Anyone wishing to arrange for exhibit space should contact Sharon Shurr, at shurr.sharon@dol.gov or (214) 767-0828.

3. Action. All attendees are to contact the hotel directly to book reservations before the May 17th cutoff date. In addition, Centers and other attendees are requested to complete the attached conference registration form and return to Cutting Edge Communications, Inc., Attention: Arla de Hoyos, via fax at (210) 226-6827 or email at rla@cuttingedgesa.com, no later than May 17, 2004.
4. Expiration Date. June 7, 2004.
5. Inquiries. Direct questions to Sharon Shurr (214) 767-0828 or Arla de Hoyos at (210) 226-2827.

Attachment



2004 OA/Vocational/CTS Conference Registration

Conference: Region IV "Career Transition Services Uncorked!"

Dates: June 2-4, 2004

City: Addison, TX

Location: Marriott Quorum

Please fill out conference registration form and submit by **Monday, May 17, 2004** to:

Arla A. de Hoyos
Regional CDSS Administrative Assistant
922 South Alamo
San Antonio, TX 78205
210.226.2827 phone
210.226.6827 fax
RLa@cuttingedgesa.com

First Name	
Middle Initial	
Last Name	
Corporate Affiliation	
Center Affiliation	
Job Title	
Street Address	
City	
State	
Zip	
Phone	
Fax	
Alternate Phone	
Email	